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Dear Parent and Students,

Successful Christian living hinges on three groups: the home, the church, and the school. We are blessed to be the Christian school component of your family's discipleship program. Our mission is "inspiring students to cultivate a heart for Christ, a passion for learning, and compassion for others." We partner with you to strive for this high standard.

As you read through our handbook you will find practices and policies designed to challenge our students to develop a biblical worldview and a love for the Lord Jesus Christ through education, obedience, and discipleship. Our ultimate purpose is to produce students that are transformed in such a way that they serve the Lord and impact the world through their unique gifts, talents, character, and leadership; people who have a passion to serve in their churches, our community, and the world as lovers of God.

Your knowledge and support of Summit's philosophy and its policies is essential to our health as a school community. Please take time to discuss key points of this handbook with your children— we suggest attendance/tardy, dress code, and discipline policies — so that we can effectively partner with you in their education.

In His Service,
Candace Schad
Administrator/Principal

Non-Discrimination Statement

SCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic and other school administered programs.

Legal Disclaimer

This handbook represents the most recent expression of school policies in order to provide for the equitable and consistent educational treatment of students and their families. As conditions change, Summit Christian School reserves the right to modify or revoke handbook policies at any time. It is the administration that has the final interpretation of the written policies of this handbook. The handbook is not to be considered as a legal contract in terms of contract law theory. If you have any questions not answered in the handbook, please call the school office.

I. General Information

A. Summit Foundational Principles

Statement of Faith

WE BELIEVE the Bible is God's written revelation to man. It is composed of sixty-six books which are divinely inspired and inerrant in all their parts. The Bible is infallible and the final authoritative source for faith and conduct (Psalm 12:6; 2 Timothy 3:16; 2 Peter 1:21).

WE BELIEVE there is one true and living God, eternally existent in three persons – Father, Son, and Holy Spirit, coequal, perfect in their attributes, each deserving worship and obedience. God is the Creator and sustainer of all things which He miraculously accomplished by the Word of His power in six literal days (Genesis 1-2; Exodus 31:17; Deuteronomy 6:4; Isaiah 44:24; 48:16; John 1:3; 2 Corinthians 3:18; 13:14; Colossians 1:15; Hebrews 1:2).

WE BELIEVE Jesus Christ is the second person of the Trinity who possesses all the divine attributes. He is fully God and fully man. He was conceived miraculously through the virgin birth without losing any of His divine essence. He lived a sinless life out of obedience to the Father. His incarnation was for the purpose of revealing God, redeeming men, and ruling over God's kingdom. He accomplished our redemption through His shed blood on the cross. Three days later He rose from the dead and later ascended to heaven where He sits at the right hand of God waiting to return in great glory and power (Isaiah 7:14; John 1:14, 10:30; Acts 1:9-11; Philippians 2:5-11; Colossians 2:9; Hebrews 7:25; 1 Peter 1:18-19; Revelation 19:11-16).

WE BELIEVE in the Holy Spirit who is a divine person who regenerates sinful men and baptizes all of them into the body of Christ. He indwells, sanctifies, instructs, transforms, and empowers all believers for service (Romans 8:14-16; 1 Corinthians 2:7-14; 7:19-20; 12:13; 2 Corinthians 3:18; Titus 3:5).

WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life [Heaven], and they that are lost unto the resurrection of eternal condemnation [the Lake of Fire] (John 5:28-29; Romans 8:11; Revelation 20:13-15).

WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation. Due to man's depravity, he is unable to do or achieve anything that might merit salvation. Man must be justified on the single ground of faith in the shed blood of Jesus Christ. It is only because of God's grace and belief in Christ's atoning work that anyone can be saved from the penalty, power and ultimately the presence of sin (John 3:16-19; Romans 3:23-25; 5:1-11; Ephesians 2:8-9).

WE BELIEVE in the spiritual unity of all believers who have been born again through the Lord Jesus Christ and have been placed in the body of Christ, who is the Head of the Church. We hold to the fact God does miracles and heals bodies immediately, without human giftedness. (Acts 5:12; Romans 8:9; 1 Corinthians 12:13; 2 Corinthians 12:12; Galatians 3:26-29; Colossians 1:18).

WE BELIEVE God wonderfully and immutably creates each person as male or female: two distinct, complementary genders that together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. The term "marriage" then has only one meaning: the uniting of one man and one woman in a single, exclusive union, as defined by scripture. (Gen. 2:18-25) Sexual intimacy is a wonderful gift of God that is only to be expressed between a man and a woman within the love and bonds of marriage. Therefore, we believe that any form of sexual immorality (any sexual intimacy outside the bounds of Christian marriage) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10) Yet we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Christ Jesus, (Rom. 10:9-10) and that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31). (Genesis 2:24-25; Leviticus 18:1-30; Proverbs 5:18; 6:32; Romans 1:26-27; 1 Corinthians 6:18; 7:5; 1 Thessalonians 4:3-5; Hebrews 13:4).

Mission

Inspiring students to cultivate a heart for Christ, a passion for learning and compassion for others.

Vision

To disciple students to know Truth, glorify God, and live as ambassadors of the Gospel.

Core Values

- Commitment to scripture
- Rooted in prayer
- Pursing academic excellence
- Cultivating individual gifts
- Courageously speaking the truth in love

B. Board and Administration

SCS is an independent, inter-denominational Christian school and is not under the auspices of another church or ministry organization. Summit is overseen by a self-governing Board of Directors. Board members are chosen from interested persons who qualify and apply under Board procedures and policy. Following is a brief sketch of organizational authority and lines of responsibility:

The Board establishes Summit's mission, creates broad policy, hires, and evaluates the chief administrator, plans for the future of the school, and provides the resources through budget approval, tuition and fundraising to support school operations.

The Administration, led by the Administrator/Principal, provides vision, runs day-to-day operations of the school, carries out the board's strategic plans and supports the teachers to enable their success.

Faculty and staff deliver Summit's mission, serve the students, and act collaboratively to make Summit an effective learning community.

C. Colors

Navy blue, light blue, yellow and white are the official colors of our school.

D. Mascot

Trailblazer

E. School Office Hours

8:00 AM—4:00 PM, Monday to Thursday, 8:00 AM-1:00 PM Friday, excluding holidays

F. Position Statements

Partnership Statement

Summit believes that a positive and constructive working relationship (i.e., a “partnership”) between the school, the teacher and a student’s parents or guardian is essential to the fulfillment of the school’s mission. Indeed, upon enrollment, parents sign an agreement stating they will “honor and abide by” the policies of the school and this Handbook, and where there is disagreement agree to work in good faith toward Biblical resolution. Thus, the school reserves the right to discontinue enrollment or not to reenroll a student if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school’s accomplishment of its educational purpose.

Lifestyle authority

Summit recognizes that the Bible determines what is true and right in one’s life and lifestyle, not one’s personal judgment. Scripture provides the instructions for how we are to live privately and publicly. In the Christian life, there is no separation between “sacred” and “secular” so everything is to be done for the glory of God.

Church Attendance Statement

It is vital that families recognize the value of church attendance and the positive impact this makes on your child’s Christian character. Students and families are encouraged to regularly attend a Bible-based Christian church that agrees with SCS’ Statement of Faith. Your family’s church attendance must be top priority for building Christian values in your home.

Addressing Concerns and Resolving Conflicts

Whenever two or more people gather, there may be disagreement. While our world teaches many wrong ways to handle conflicts (gossip, backbiting, avoidance, undermining, etc.), the Bible teaches us in Matt. 18:15-17 how to resolve differences in a Godly way. That way is to go directly to the source of the concern and lovingly seek resolution as described.

Whenever there is a concern, parents are strongly encouraged to set up a meeting with the teacher or staff member, rather than trying to resolve a conflict via email. In these situations, face-to-face works best.

Communicating Your Concerns

Please follow the appropriate chain of command—that is, speak only to those who can help remedy the situation and do not involve other students, parents, or staff. For classroom issues, go directly to the teacher, and for financial questions and day-to-day operations concerns speak with the administrative office.

Our goal is always to satisfactorily handle each problem through proper communication and follow through. When chain of command is followed, it effectively builds positive relationships and communication, and most concerns are readily resolved. When a concern is communicated in writing, please sign your name so we can adequately solve the problem and follow through properly. Anonymous letters will be disregarded as they don’t allow for two-way communication or Biblical resolution and restoration.

Concerns and Conflict Resolution

Step 1 All classroom situations should be discussed with the teacher first.

Step 2 If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and/or follow-up.

Step 3 If the situation cannot be resolved after further clarification with the teacher, then see the Principal who will meet with both you and the staff person involved.

Step 4 In the unlikely event that the principal and teacher are unable to resolve the situation, a request for involvement may be submitted to the Board. A letter specifically explaining your concerns and the individuals involved, submitted to the Principal, will start this process. The Board, at its next regularly scheduled meeting will consider the written correspondence and a response will be given accordingly.

Step 5 Christian reconciliation/arbitration. Christian Reconciliation: The parties to the student's education (parent/guardian, school, student) are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private. By enrollment of the student at SCS, the parent agrees that any claim or dispute arising out of or related to the student's re-enrollment shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Rules of Procedure for Christian Conciliation. Parents agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and expressly waive their right to file a lawsuit against one another in any civil court of such disputes, except to enforce a legally binding arbitration decision. Additional information regarding binding arbitration can be obtained through the School Office.

G. Giving: Financial Support and Tax-Deductible Gifts

Personal philanthropy makes a difference in the lives of our youth. Support is needed so that we may meet all costs of offering an excellent private school education. Please contact the Office for more information on how you can become more involved in helping to secure your child's future education at SCS.

H. School to Parent Communication—FACTS SIS

Summit uses the FACTS School Information System (FACTS SIS) as its primary means of communication for all school business, including grades, attendance, weekly Blaze newsletters, all-school emails, and classroom communications and it is therefore essential that families utilize FACTS SIS. Access is provided to all registered families of Summit with current email contact information on file.

I. Seatbelts

It is the policy of SCS that all children arrive and leave school premises in proper vehicle child restraints. All seatbelt laws are followed on school field trips. Also, we ask that you do not leave children unattended in your vehicle.

J. School Supplies

School supply lists for all grade levels are emailed each summer approximately one month before school starts.

K. Reporting Child Abuse

As legally mandated reporters, all staff members are required by law to report suspected child abuse to the proper authorities.

L. Family Directory

Please note, the family directory will consist of those students whose parents have agreed to have their information published. If you wish to be excluded from the directory information, please contact the school office.

M. Emergency Procedures

Emergency Drills

SCS prepares our students and staff for emergency situations by conducting periodic safety drills (evacuation and lockdown) throughout the year. Campus maps are posted in each room depicting the evacuation path. The purpose of the drills is never to scare the students, or parents, but to give them the skills and knowledge needed to remain safe during an emergency. Parents are notified of drills via Parent Alert.

Emergency School Closure or Dismissal

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). The first priority for school staff during an emergency is to ensure the safety of the students, other staff members and any guests who are on campus at the time.

Summit uses a notification system called Parent Alert to communicate with parents and staff, regarding emergency situations, attendance, school events and other important information impacting you and your child. Parent Alert allows us to send voice messages to your family's home, work or cell phones, and also contact you through text messaging. It is the parent responsibility to ensure that all contact information is complete and up to date. It is also the parent responsibility to ensure emergency contacts are listed in FACTS SIS if the parent cannot be reached. You may update guardian and emergency contact information through your FACTS Family Portal. In the event of a campus emergency, all persons on campus are mandated to follow Summit's campus safety plan and to follow the directions of Summit Administration and staff. In the event of an emergency parents should follow these tips:

- DO NOT telephone the school site or SCS leadership. Telephone lines may be needed for emergency communication.
- DO NOT come to the school site until directed to do so by SCS leadership. Roads must be kept clear for emergency responders.
- DO discuss with your children the need for them to follow the directions of any school personnel during safety drills as well as in times of an emergency.
- DO read all communication from SCS in a timely manner. Should students need to be picked-up from school following an emergency, it is imperative that all parents/guardians show their full cooperation when coming to campus to pick-up their child.

To keep all children safe, we ask that all parents coming to campus to pick-up their child adhere to the following policies and procedures:

Students will be released only to parents/guardians/emergency contacts identified on the school emergency card, which is required to be filled out by parents as part of the Enrollment Packet.

A picture identification will be required to pick-up any student from campus.

The process of signing-out a student during a grave emergency may take time. We ask that all parents maintain the integrity of the procedure by waiting patiently and out of the way of the flow of human and/or automobile traffic.

II Admissions

A. Admission Statement—Continued Enrollment at SCS

SCS seeks applications from Christian families whose young people are of good character, who demonstrate good scholastic achievement and embrace Christian values. Acceptance is based upon the evaluation of a personal interview, educational performance, support of our statement of faith and a student's desire to attend SCS. Acceptance and re-enrollment is at the sole discretion of the school. By virtue of enrolling at SCS, each student agrees to live within the framework of the school's standards of conduct both on and off campus. Re-enrollment each year is contingent upon maintaining these values.

A yearly re-registration form is required of all students who wish to continue at SCS. Early re-registration is strongly recommended since space is limited. In review of the registration, such factors as behavior, attitude, academic achievement, and maintenance of the policies of SCS are taken into consideration. SCS reserves the right to deny re-enrollment to any student, for any reason, at its sole discretion.

SCS does not currently have the resources to provide educational services to students with serious learning disabilities or behavioral issues. If a learning disability is diagnosed after admission to SCS, the student will continue to meet the same academic or behavioral standards as other students. Minor classroom accommodations can be made but only after a formal Student Support Team (SST) meeting that documents it is within the limits of Summit's resources. If the accommodations required are above Summit's ability to provide, SCS will work with the family to transition the student out of SCS to a place where their needs can be met.

B. Financial Policies and Tuition

Your tuition payment is an investment in the life of your child, and it empowers our school to deliver an excellent education staffed by committed and expert faculty in a safe facility. We consider this to be a partnership with you where you are gifted the resources to invest in your children's future and we are held accountable for the stewardship of the given resources through the Board's annual budget. The following policies have been instituted to protect our parents' investments and the school's financial stability into the future:

Tuition payments are made through FACTS Tuition Management Company. Students may not register or begin class in the fall until all current fees and past due accounts are paid in full.

All Registration fees are due upon acceptance of enrollment after interview with the Principal.

Tuition reductions or refunds are not made for absences, illnesses, or holidays.

Any student with an account 30 days past due may be removed from school enrollment. Accounts must be paid in full for all current charges.

C. Financial Aid/Tuition Assistance

SCS Tuition Assistance Policies are designed to assist families in meeting their tuition obligations by helping to subsidize a portion of their tuition costs. The Tuition Assistance program is supported by

designated giving and budget allocation and families with financial resources are encouraged to make a designated gift to support the fund. Parents who have a financial need must apply for financial aid by completing the online application at FACTS Management/Grant and Aid.

D. Early Withdrawals

Registration and student fees are NOT refundable.

Since our budget is based on receipt of a full year's tuition, it is not the policy of SCS to enroll K-8 students for less than a full school year. However, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. When this occurs, the parent or guardian must notify the school office as soon as a termination date is known. A withdrawal fee will be charged when withdrawal occurs after the first day of school. Tuition will be prorated based on the number of school days attended compared to the number possible. For families that received a discount by paying for the year in advance, the discount is forfeit and the refund will be based on the full value of the year's tuition. Parents understand and agree that they are responsible for the balance of tuition regardless of the reason for the withdrawal.

E. Family Information Changes

For the safety of your student in case of an emergency, it is crucial that you notify the school immediately whenever there is a change in your contact information (address, home number, job information) or the contact information of any other person who is listed as an alternate emergency contact. We cannot be responsible for misinformation if we are not notified of changes. All changes must be made formally through the school office.

The Family Directory will consist of those students whose parents have agreed to have their information published. If you wish to be excluded from the directory information, please contact the school office.

F. Health Verification

State law requires that all students entering Kindergarten and Seventh grade must have received the appropriate immunizations. All records of such immunizations must be on file in the office by the first day of school. Additionally, all first-grade students must have proof of a health exam on file. Physical exam forms are available from your physician and in the office. By State Law, this exam must be performed no earlier than 18 months prior to your child entering first grade. If your child has a special health problem or a medical history which may affect school performance, please notify the school office and the teacher so that we may work together and be prepared if an emergency should arise.

Vaccine Waivers: Only valid medical waivers can be accepted.

III. Academics

A. Curriculum

Summit's textbooks are published by Bob Jones University Press, which includes academic instruction in the subject areas of reading, language, spelling, math, science, history, health, and

Bible. Bible instruction and application of principles are integral parts of all instruction in the classroom.

B. Academic Integrity Policy

Academic Integrity is the pursuit of learning conducted in a fair and ethical manner. Teachers, students, administrators, and parents share responsibility for creating an environment in which academic integrity is expected.

Students are expected to conduct themselves honestly and with integrity in their work. All forms of test procedure violations, cheating, and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to the following:

- copying another student's homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;
- allowing another student to look at or copy homework or answers from one's test or quiz;
- using any other method to get or give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give to others;
- copying information from a source without proper reference or attribution; and
- misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the internet.

Violations of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the K-8 Administrator and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, redoing an assignment or retaking a test, receiving a failing grade on the assignment, project, or test; receiving a lower overall grade in the class; detention, suspension, or dismissal. All incidents of academic dishonesty are recorded and tracked by the office. Repeated violations are cause for serious consequences including suspension and dismissal.

C. Grading and Assessment

For grades 3rd-8th, academic progress may be viewed at any time on FACTS-School Information System (FACTS SIS). Grade Reports are issued three times during the school year (trimesters).

Grades K-5: Grade report cards will be sent home with the student in a report card envelope. For the 1st and 2nd trimesters parents are required to sign and return to school to ensure they have received the grade report.

Middle school grade reports are emailed directly to parents.

Progress Reports

Parents can access grades at any time through FACTS SIS. For grades 3-8 interim progress reports will be emailed to parents at the approximate middle point of the trimester. The interim progress reports should be viewed as grades in progress, which affect the final trimester grade. Only the trimester grades are recorded on the student's transcript and are considered official grades.

Parents are always encouraged to discuss their child's progress throughout the year. If concerns arise, please communicate with your child's teacher, or call the school office to set up an appointment.

Grades and Point System

Kindergarten through Second Grade Scale

Kindergarten, first and second grade students do not receive letter grades but instead receive numeric marks of 1 (below grade level), 2 (approaching grade level), 3 (proficient), or 4 (exceeds grade level). Teachers also identify competency in specific learning skills.

Character progress is noted with 1 (seldom), 2 (sometimes), 3 (usually), and 4 (consistently). Report cards will also contain written comments from the teacher.

Third through eighth grade: Grade Scale and Grade Point Average

Percentile	Letter Grade	Grade Point Average (GPA)
100-98	A+	4.25
97-94	A	4.00
93-90	A-	3.75
89-87	B+	3.50
86-83	B	3.00
82-80	B-	2.75
79-77	C+	2.50
76-73	C	2.00
72-70	C-	1.75
69-67	D+	1.50
66-63	D	1.00
62-60	D-	.75
59-below	F	.00

D. Academic Probation

Any student in grades 3rd-8th not maintaining a C- in any individual subject area will be placed on academic probation. This means student grades will be monitored more closely, and in some cases recurring grade report forms may have to be completed. Extra-curricular activities/events or traveling teams will be restricted until grades have been improved per the discretion of administration.

E. Retention

Students must maintain satisfactory grades and progress to be promoted to the next grade. On

rare occasions, a student may be retained after a conference with parent, teacher, and principal if it is agreed that retention is in the best interest for the child. The final decision rests with the administration.

F. Parent Conferences

To increase the effectiveness of the Parent/Teacher partnership, Parent/Teacher conferences are automatically scheduled near the end of the first trimester. It is vital that parents attend these conferences to enhance student success through the remainder of the year.

G. Homework Responsibilities of Parents

The attitude of the parents toward their child's homework is critically important. A few recommendations on helping with homework effectiveness are:

- Review your child's planner daily.
- Provide a place for study that is well stocked with pencils, crayons, paper, etc. and free from distractions.
- Set a definite time for homework and stick to the schedule as closely as possible
- Take an active interest in what the your child is doing. Give encouragement but do not do the work for them. Help break large projects into smaller assignments (i.e. science projects, book reports). Keep a calendar with your child to plan his/her work.
- Ask your child's teacher for specific tips concerning subject matter that may be difficult for your child.

H. Academic and Character Awards

Honor Roll

Grades 3rd-5th receive Honor Roll recognition at the end of each trimester in the 6 subject areas of Bible, English, reading, math, science, and social studies.

Exemplary Effort Certificate— Recognizing a student's consistent work ethic, perseverance, and overall hard work: all assignments turned in (no zeroes).

Honor Roll— No more than one C; all other grades are B's or higher

Principal's List— No C's or below, at least 4 A's out of 6 subjects

Grades 6th-8th receive academic recognition at the end of each trimester in the 5 core subject areas of Bible, English, math, science, and history.

Achievement Award— 2.30+ GPA (no D's or F's or zeroes)

Merit Award— 3.00+ GPA (no D's or F's)

Scholar Award— 4.00 GPA

Citizen of the Week Awards

Students will be honored for their Christian Character that they have displayed during the school

year. These awards are based upon Biblical character qualities and will be issued by the teachers. Citizen of the Week awards are presented at chapel each week and parents will be notified in advance of their child's receipt of an award.

Trailblazer Award

The Trailblazer Award is Summit's highest honor. The purpose is to recognize students who best exemplify in the class the ideals we all strive to attain. These students seem to take seriously the task of being disciples of Jesus in all areas of their lives.

Two students are selected from each grade- and they may be either male or female. These students are selected by their teachers as those who strive to *Learn and Live with Christian Character*, and meet the following four criteria:

- Academic diligence
- Spiritual growth
- Respectful treatment of others
- Obedience and respect for the authorities in their lives

IV. Attendance

All students are to be present daily and to be prompt in arriving for each class. All school days are mandatory. A significant part of a student's educational experience is derived from classroom participation, activities, discussion, and relationship. Regular attendance is crucial for students. Therefore, we expect excellent attendance of our students. Missing school regularly is not only detrimental to a child's learning but can also create poor learning habits. Of course, if a child is sick or has a communicable illness, he or she should stay home to rest and recover. Appointments, if possible, should be made before class, after school or on non-school days.

The only excused absences are: 1) student illness, 2) doctor or dental appointments, 3) a death in the family, 4) impassable roads or 5) Quarantine. Excessive unexcused absences (8 days per trimester) may result in dismissal from the school or failure to pass the school year.

Excused school absences have *one day for every day absent* to complete work. (I.e., If a student is absent 3 days, he will have 3 days after his return to turn in work.)

Students with unexcused absences are still expected to complete all work and may receive a letter grade reduction per the late work policy of that teacher.

A. Reporting Absences

When a student is absent from school, parents/guardians are required to contact the school office before 9:00 AM EACH day the student is absent. An absence can be reported by submitting via the Summit App, calling the school office or by email to: office@summitcs.net. Absences will be considered unexcused unless cleared by the parent/guardian. When reporting an absence be prepared to provide the following information:

- Name of the absent student

- Specific explanation for the absence
- Your name and relationship to the student

If a student is absent for more than one day, their work can be picked up the FOLLOWING day in the office. Parents are encouraged to view the lesson plans on FACTS SIS.

B. Tardiness

It is very important that students are on time to school. 1) Punctuality is a discipline that applies to all of life. 2) It teaches consideration for others. 3) Tardiness has a negative impact on the late student, the teacher, and the other students in the class. Routine tardiness is inconsiderate and is completely avoidable through proper planning, allowing enough time for morning routines and the regular fluctuations of traffic. Be sure to include enough time to proceed through the SCS parking lot during “rush hours.”

Students are considered tardy if they are not in their classrooms at 8:30 AM. If the teacher has already taken attendance, students will be sent to check-in at the office. If you believe your child’s tardiness should be excused, you must come up to the office or call the office that same day.

All tardiness is considered unexcused except for doctor or dental appointments, “acts of God” or other unavoidable circumstances. Tardiness is not excused for oversleeping, child not able to find shoes, not allowing enough time for normal traffic, etc.

Patterns of excessive tardiness will be monitored and may result in contact from the administration.

C. Early Dismissal

Every effort should be made to make appointments outside of the school day. If an appointment must be made during school time, the following information is requested to be communicated to the school office at the START of the school day:

- Student name
- Reason for early dismissal
- Time of dismissal

Parents must pick up their students from the school office.

D. Planned Absences

SCS strongly discourages parents/guardians taking children out of school for family vacations and trips. These should be scheduled during school vacations since it is impossible to “make up” missed classroom instruction. Students who miss school miss more than just worksheets; they miss daily instruction and valuable learning experiences.

Should exceptional circumstance make it necessary for a child to miss school due to a trip, parents must fill out the Planned Absence form and return it at least two weeks before the absence. Parents will be responsible for teaching the content and skills that have been missed. With a two week notice teachers may provide a limited packet or list of assignments and learning materials. Teachers will not collect the missed work or give grades for planned absences. Students will still be

responsible to know the missed material for tests and future work. Any missed tests during the planned absence will be taken when the student returns to school.

E. PE/Restrictions of Physical Activities

In general, if a child comes to school, he/she should be well enough to participate in the total school program including recess and physical education. It will be assumed that if a student is to be excused from physical education activities, the student should not participate in other physical activities during the school day including recess and after school care. A note from a parent is required if a student is to be excused from PE for a day. A physician's note is required if a student is to be excused from PE for more than 3 consecutive school days.

V. Behavior and Discipline

Philosophy

A child's first encounter with authority is at home, and Summit's goal is to support the home in its efforts to "train a child in the way they should go." (Prov. 22:6) To do this, we must graciously and lovingly reach their hearts with the Gospel. We are not interested in producing mere outward, man-pleasing conformity, but rather in encouraging a sincere and heart-felt desire to please God and honor father, mother, and other proper authority. The writer of Hebrews also tells us, "No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11) SCS has developed a program of disciplinary action to ensure a positive environment that is conducive to learning.

A. Standards of Conduct—Expected of all grades, at all times.

- Honesty, telling the truth, admitting responsibility.
- Prompt and cheerful obedience to authority.
- Courtesy and respect for others (bullying and harassment are not tolerated).
- Respect for the rights and property of others.
- Obey the "hands off" policy at all times. This includes wrestling and karate-type play.
- Students must remain in their appointed places under proper supervision.
- Students must dress in uniform clothing except for announced free dress days.
- Wholesome friendships are encouraged between boys and girls. Students must behave modestly when expressing personal affection on campus and at school events.

B. Middle School (Grades 6-8) Standards of Conduct

In addition to the general standards of conduct, Middle School students must recognize that their conduct is a reflection of the Lord, SCS, their families, as well as themselves, and, as such, they must recognize that they are role models to the younger students. Middle School students at SCS are expected to sign an agreement to abide by the rules of the school with a willing heart attitude.

C. Prohibited at Summit

- Gum is not allowed on campus at any time.
- Candy, food, or drink may not be consumed in classrooms without permission.
- Electronic devices (including cell phones, smart watches, etc.), toys, skate shoes, skateboards, roller blades, expensive or excessive jewelry are prohibited.

D. Levels of Discipline

Level 1 Infractions

SCS characterizes Level 1 Infractions as minor violations of behavior expectations that disrupt the learning environment. Level 1 Infractions include, but are not limited to, the following:

- Tardiness
- Unexcused absence(s)
- Dress code violation(s)
- Class disturbance(s)
- Profanity
- Other inappropriate behavior

Typically, Level 1 infractions will be handled by the teacher or other staff member in accordance with Summit's classroom behavior guidelines.

Level 2 Infractions

Level 2 infractions are serious violations of behavior expectations, that include, but are not limited to, the following:

- Acts of defiance, either in language or action, or refusing to comply with any reasonable request of a teacher or staff person in or out of the classroom. Ed Code 48900 (k)
- Using inappropriate language (vulgarity/profanity/obscenity). Ed Code 48900
- Disrupting school or classroom activities Ed Code 48900(k)
- Harassment/bullying Ed Code 48900 (r)
- Chronic misbehavior or Level 1 infractions when lesser consequences have had little or no affect.
- Play fighting, dangerous behavior
- Cutting or skipping class and/or leaving campus without permission. Ed Code 48260 m.
- Inappropriate use of technology Ed Code 51512
- Verbal altercation or intention to fight Ed Code 48900
- Forging or using forged notes, lying, cheating, or plagiarism. Ed Code 48900 (k)

Students who commit Level 2 infractions should be reported to SCS Administration. After

investigation of the incident, the appropriate consequence will be determined. Consequences include but are not limited to Detention, In-House Suspension or Off-Campus Suspension. SCS Administration will communicate with the student's parents and the infraction will be entered in FACTS SIS.

Level 3 Infractions

Level 3 infractions are major violations of behavior expectations and almost always result in suspension and may result in expulsion. Level 3 violations include, but are not limited to, the following:

- Fighting, threatening a teacher, school personnel, or another student, or other violent behavior. Ed Code 48900 (g)
- Possession or use of illegal drugs or alcohol both on campus and off campus, or possession of illegal drug paraphernalia. Ed Code 48900 (j)
- Carrying weapons or using instruments to do bodily harm. Ed Code 48900 (b)
- Vandalism, pranks, destruction of school or private property. Individuals or campus groups may be subject to a \$200 restoration charge. This includes the fire alarm. In addition, actual clean-up and repair costs will be assessed. Ed Code 48900 (f)
- Robbery or extortion Ed Code 48900 (e)
- Ongoing or repetitive harassment, physical or emotional abuse (by words, making fun of, picking on, etc.) of another student. This includes on and off campus. Ed Code 48900 (a)
- Threatening harm to a student or staff member Ed Code 48900
- Detrimental affiliation, repeated use of symbols, writing or paraphernalia Ed Code 48900 (a-1)
- Any involvement on or off-campus with alcohol consumption, with sexual immorality, with pornography, with smoking/vaping, with illegal drug use, with stealing or gambling or with harassment/ bullying.
- Blatantly inappropriate clothing or appearance; deliberately mocking dress code
- Establishing personal web sites or participation in "blogs" containing material or connections to material contrary to the mission and philosophy of SCS, attacking the school or school personnel, or otherwise misrepresenting the mission, policies, and procedures of the school.
- Continued poor behavior/discipline record. Ed Code 48900

Students who commit Level 3 infractions should immediately be taken or reported to SCS Administration. A completed report, written or verbal, will be taken. After SCS Administration investigates the incident, the appropriate consequence will be determined. SCS Administration will communicate with the student's parents and the infraction will be entered in FACTS SIS.

E. Bullying Prevention Statement

Definition: Bullying means any written, verbal, or non-verbal expression, threatening body language or gestures, electronic intimidation ("cyber-bullying") or patterns of such behavior that is

intended to coerce, intimidate, or cause any physical, mental, or emotional harm to another person.

Many scriptures teach us how to treat one another: starting with the Golden rule (“Treat others as you would like to be treated.” Matt. 7:12) and including “Be kind to one another, forgiving one another as Christ has forgiven you.” (Eph. 4:32) Our Lord expects us to be peacemakers, not to “Lord it over one another”. Summit Christian School is committed to providing a safe learning environment for all our students. Therefore, at Summit bullying is at all times prohibited against any student, staff member or volunteer on campus, off campus or at any school sanctioned event or activity.

Sexual harassment is a specific form of bullying and will not be tolerated.

Reported incidents of bullying will be treated as Level 2 or 3 infractions and will be investigated promptly to end behavior quickly. Students who have participated in bullying can all levels of consequences including parent conference with the Principal, suspension and expulsion depending on the gravity of the bullying situation.

F. Classroom Behavior and Discipline Plans

All SCS teachers establish a classroom management and behavior plan for maintaining a positive class atmosphere conducive to excellent education. Students are expected to be respectful and cooperative with their teachers. In addition to the Standard of conduct the following rules apply in all classes and on campus to all students:

A teacher’s desk, cabinet, bookcase, etc. are regarded as personal property and are therefore off limits.

Students are permitted in a classroom only when a teacher is present.

Classroom Discipline Plans

1st offense- Redirect-A redirect is not a negative but instead acts as the first warning. This is a verbal communication to the student.

2nd offense- Sideline- Student will be directed to a specific location in the classroom or recess area.

3rd offense- Parent contact- A letter will be sent home by the teacher and must be returned with a parent signature the following day. This offense will also be entered in FACTS SIS.

4th offense- Referral to the Principal- Once it is clear that the child is continuing to be disobedient or foolish and the teacher has exhausted their classroom consequences, teachers will escalate the consequence with a visit to the Principal. The Principal will meet with the student and will notify parents by email. These meetings always include instruction from God’s word and correction and rebuke as needed, with an opportunity for confession, prayer, and repentance. The first time a student visits the office, relationships are being formed so correction is firm but gentle. With subsequent visits, the tone is more serious, and consequences increase.

G. Middle School Demerit System/Detention

Middle school students change classes and may have up to 5 different teachers throughout their school day. Due to this it is more difficult to track repetitive misbehavior or Level 1 infractions. For that reason, the middle school employs a demerit system. If a student has not responded to a teacher’s and/or Summit staff’s verbal instruction, he or she may be given a demerit. Accumulated

demerits bring increased consequences that include, but are not limited to, the following:

3 demerits = 30-minute detention

5 demerits = 45 minute detention

7 demerits = 60 minute detention and a parent conference with the Principal

More Serious Consequences

The following descriptions are intended to give parents a general idea of the progression of disciplinary consequences and should not be considered exhaustive. Other consequences (such as restitution) may be selected as more appropriate to the infraction.

H. Detention

A student in detention remains after school for 15-60 minutes under the supervision of school staff. Students must report to detention on the day assigned unless other arrangements are made with the Principal. Detention will begin promptly at 3:30 PM.

I. Behavioral Probation

Behavioral probation is a designated period of time assigned to students who fail to meet the standards of the school in their attitude or conduct. A student is placed on behavioral probation for consistent, recurring behavioral problems or for obviously poor attitude demonstrated by a slowness to cooperate with faculty/staff, lack of participation in class work, or negative attitudes towards school policy.

The administration will regularly review the student's progress until acceptable progress has been made. If sufficient improvement is not made in attitude or behavior, the student may ultimately be asked to withdraw.

J. Suspension: In-House or Off Campus

An In-House Suspension is a measure of time in which the student reports to school under the supervision of school administration while not allowed to attend any classes or participate in any school functions or activities for the period of the suspension. During this time the student will be required to complete all school work and will also have the opportunity to reflect upon the seriousness of his/her actions and take the necessary steps to correct his/her behavior and attitude.

An Off-Campus Suspension is a measure of discipline in which the student is not permitted to attend school or school functions, either on or off campus, including, but not limited to, athletic practice or games, or be on the school grounds during or after school hours for one to ten days. The intention is to demonstrate the seriousness of the situation by denying students the ability to participate in school daily life and associate with other students. During this time, the student will be given a written assignment designed to help the student to reflect upon the magnitude of his/her actions and take the necessary steps to correct his/her behavior and attitude. Off campus suspension is often the last resort for administration prior to consideration for dismissal from school.

K. Mandatory Withdrawal

A Mandatory Withdrawal is an action by the administration for the parent/guardian to withdraw the student from the school. After three suspensions within one year, a student may be subject to Mandatory Withdrawal. Mandatory Withdrawal results from extensive misbehavior when means of correction have not been effective, demonstration of poor attitude with failure to change, or a *lack of cooperation on the part of the parent or guardian* to adhere to the obligations, policies, or agreements with the school. It is also understood that if current factual information of the student is not given by the parents at the time of the original admissions interview, the administration reserves the right to dismiss the student. Mandatory Withdrawal is at the discretion of the administration.

L. Expulsion

Expulsion is the immediate dismissal from school for very severe behaviors. Expulsion is at the recommendation of the administration and the discretion of the school board.

M. Discipline Records

If infractions are entered in FACTS S.I.S. an email notification is sent to the parents. Discipline records are not a part of the student's Cum File and are not sent to other schools unless an expulsion is involved.

VI. Campus Operations

A. Closed Campus Policy

SCS maintains a closed campus for all students. Students leaving campus during school hours for any reason, without permission from SCS will be considered truant. Students are not permitted to leave during school hours except as follows:

Under school-sponsored supervised field trips, sports events, or special privilege days.

By permission of a parent or guardian and providing that the parent/guardian accompanies the student. Permission must be cleared through the school office, and students must be signed off and back onto campus through the office.

B. Visitors

Visitors are always welcome but must sign in at the school office and wear a visitor's badge in compliance with State law. Parents: if you are planning to visit your child's classroom, you must plan with the teacher ahead of time. Non-SCS students visiting for the day must: obtain prior permission from the office, supply emergency information, check-in to receive a name badge, and check-out before the end of the day.

C. No Pet Policy

For reasons of safety, insurance liability and allergies, no pets (even the friendliest of dogs) are

permitted on school property unless they are properly and safely secured in a vehicle.

D. Student use of Cell Phones and Electronic/Communication Devices:

SCS is a device free zone for all students. All electronic devices (such as cell phones, smart watches, Fitbit, iPods, iPads, gaming devices, net books, etc.) that can connect to the internet or communicate with others are to be left at home. Any exceptions to this policy must be arranged through the school office.

Violation of this rule will result in the confiscation of the item, which will then only be released to the parent. Confiscated electronic devices should be picked up by the parent from the office at the end of the day. For middle school students, beginning with the 2nd and any following offense, a demerit will also be given.

Parent/student communications: Parents can always contact their students through the school office and messages will be delivered in a timely manner. Students are allowed to use the office phone to call home for emergencies.

E. Student use of School Telephones

The school phone system is for official school business only. Students needing to make emergency phone calls home can do so in the school office. Forgotten homework, lunches, forgetting a game, asking permission to go to a friend's house after school, etc., are not considered emergencies but may be permitted by office staff.

F. Contacting Students in the Classroom

Unexpected classroom visits are distracting and disruptive to the learning environment. For that reason, we ask that parents do NOT go to the classroom to pick up the child or drop off a forgotten lunch, etc. Parents must come to the office and office staff will take care of delivering the items. Release from class for appointments or other purposes is only permitted by contacting the school office who will have the student meet the parent in the office for sign out procedures.

G. Campus Security, Fire Drills, and Lockdowns

SCS works diligently to maintain a safe and secure environment for all students and adults. Steps taken to increase campus security include, 1) Security cameras placed around campus and monitored in the school office; 2) Periodic Evacuation (Fire) and Lockdown Drills to train students and staff what to do in case of emergencies; and 3) CPR, first aid, and emergency awareness training for staff members.

In the event of an actual emergency, the campus will be blocked from access and parents will not be allowed to enter and/or exit the property until the emergency is resolved. Parents will be directed by mass email and Summit App push notification to an alternative site to wait until they can be rejoined with the students.

H. Student Drop-off and Pick-up Safety

At the beginning and end of the school day, the parking lot will be crowded, and safety should be the first priority. Please obey all traffic signs or staff directions and drive slowly and carefully.

Anyone picking up a student who is not familiar to staff will be asked for an I.D. We will not release students to anyone not listed on the emergency card pick up list or without a phone call by the parent/guardian of student with the name of the person picking up the child. Non-listed persons must sign students out in the office before they will be allowed to take student off campus. Students will not be released to anyone suspected to be under the influence of alcohol or any other drugs.

I. Dress Code

SCS has established a uniform policy for all students in grades Kindergarten through 8th grade. The purpose of a dress code is to support training in biblical principles of modesty while drawing lines that are easy to understand and that can be consistently and fairly enforced. Almost no-one agrees with every item in a dress code, but we ask parents to support the code in its entirety: students should only wear clothing that you know to be within the dress code boundaries.

Appropriateness: As defined by Summit this means wording, images, logos, clothing fit, or branding that *does not* promote a positive Christian School environment or that *does* promote ideas contrary to the Christian faith. *Summit administration reserves the right to make the decision on "appropriateness"* should there be any question.

Immodest Clothing: is defined as drawing the wrong kind of attention to one's body and includes too tight or too loose clothes, low-cut blouses, too short skirts or shorts, exposed midriff, extremes styles in clothing, hair or make-up, etc.

Inappropriate Messages: Graphic pictures (skulls, weapons, gore, sexually explicit, etc.), alcohol brands, music groups, sinful attitudes, false religions, etc.

Free Dress Days are given as special incentives with administrative approval. "Free Dress" does not mean "anything goes." Our students are expected to maintain an appearance that is neat, clean, and modest at all times, so modesty and appropriateness rules (such as length of skirts or shorts, no spaghetti straps, etc.) apply.

Dress Code Infractions:

1st offense- A verbal or written notification will be sent to the parent.

2nd offense- A written dress code infraction notice will be sent home to be returned with a parent signature The infraction will also be noted in FACTS SIS.

3rd and following offenses- Student will be sent to the office and remain there until a change of clothing can be obtained. The infraction will also be noted in FACTS SIS.

General Dress Standards:

Uniforms: All students are to wear their regular uniform Monday through Friday unless a "free dress" day has been approved by the administration. Summit logo-wear is always acceptable. School Theme tees (both current and previous year) are acceptable uniform wear.

Face Coverings/Masks – must not have distracting or controversial designs or make political statements or provocative social comments.

Footwear: Children are naturally active, especially at recess, so for safety reasons students should always wear comfortable, non-slip, close-toed shoe that enable them to run, jump, climb, and kick

balls. No sandals, flip-flops or shoes without closed heels are permitted in grades K-5. Sandals and flip-flops are permitted in grades 6-8 if PE shoes are also brought to school for PE. No roller skate shoes are allowed.

Hair must be moderate in style, well-groomed, and neatly kept out of face and eyes.

Hoods must be down in the classroom.

Nail polish may be worn by girls in moderation. No nail polish for boys.

Make-up: No Elementary girls may wear make-up. Middle School girls' make-up may not be excessive.

Jewelry is discouraged because of safety, loss or damage, but if worn it must be modest, not excessive. Girls may not wear large hoops or excessive dangling earrings. Boys may not wear earrings of any type.

Body piercing is not allowed with the exception of ear piercing for girls.

Non-standard clothing such as gang-style (bandana "colors," sagging) or goth (all black, spikes etc.) are not permitted.

Girls Uniform Requirements:

Shirts – Navy blue, light blue, yellow, or white collared polo or button-down shirts are permitted (short or long-sleeved). Short or long-sleeved undershirts are permitted under polo shirts in gray or solid school colors.

Pants – Khaki, navy blue, and blue denim pants and capri-style pants are permitted. All pants must be clean and in good condition (no holes, frayed edges, etc) and free of decorations larger than a quarter. Pants must fit properly, and may not be low cut, tight fitting, baggy or sagging.

Shorts/Skirts/Jumpers -Khaki, navy blue, or denim blue shorts, skirts and jumpers are acceptable and must extend to no more than 3 inches above the knee when standing. Collared shirts must be worn under jumpers. Elementary girls must wear shorts under skirts (playground/bike/spandex shorts are ok).

Tights and Leggings are not acceptable as pants; they may only be worn under skirts, jumpers or dresses and must be gray or in solid school colors.

Boys Uniform Requirements:

Shirts – Collared polo or button-down shirts (long or short sleeved) in school colors (Navy blue, light blue, white, or yellow). Short or long-sleeved crew neck t-shirts are permitted under polo shirts in gray or solid school colors.

Pants – Khaki, navy blue, and blue denim pants are permitted. All pants must be clean and in good condition (no holes, frayed edges, etc.) and free of any decoration larger than a quarter. Pants must fit properly, and may not be low cut, tight fitting, baggy or sagging.

Shorts – Khaki, navy blue, and blue denim shorts are acceptable and must extend to no more than 3 inches above the knee when standing. Cargo-style shorts are acceptable. Basketball or sweat shorts are not (except for middle school PE).

Other Uniform Requirements:

Outerwear- (defined by the purpose of wearing ONLY outdoors for warmth, like coats and jackets) may be any color and appropriate designs. Outerwear must be removed upon entering the classroom.

Sweaters/Sweatshirts – ANY sweaters, sweatshirts or jackets worn indoors (classroom or chapel) must be Navy blue, light blue, yellow or white (no patterns, characters, slogans, or logos larger than a quarter.)

Hats and scarves - must be free of inappropriate words and images and may ONLY be worn outdoors.

Middle School (6th-8th grade) PE Uniform Requirements:

Dressing for PE is required for middle school students. Students who are not dressed in the PE uniform each day will have PE grade points deducted and if chronic may receive a demerit. PE uniform consists of:

- Summit approved PE t-shirt. Must be purchased through Summit. Regular Summit logo wear shirts are NOT acceptable for PE uniform.
- Navy athletic shorts or pants. Shorts must extend to no more than 3 inches above the knee when standing. Bike/spandex shorts or leggings are NOT acceptable. Shorts or pants must fit properly and may not be tight fitting, baggy or sagging. Navy sweatpants are acceptable.
- Athletic shoes with support.

J. Medical and Health Policies

General Health Statement

Summit's health policies are derived from the recommendations of the Federal Center for Disease Control (CDC) and the CA Dept. of Public Health (CDPH).

MOST IMPORTANT: The single most important thing you can do to limit the spread of contagious diseases is to keep your child at home whenever he/she is experiencing signs of illness such as fever, runny nose, nausea, etc. If your child displays any of these symptoms at school, you will be called to pick them up immediately. Parents should always be aware of the crucial role that sufficient sleep, nutritious diet and exercise play in a child's progress and well-being.

Please follow these guidelines and doctor's recommendations regarding school attendance with possible illness:

- Fever- When a student has had a fever, his/her temperature should be normal (below 99 degrees F) for 24 hours without any medication before returning to school.
- Vomiting and Diarrhea- If your student vomits or has diarrhea during the night, do not send them to school the next day. Students should be vomit/diarrhea free for 24 hours without any medication before returning to school.
- Colds- Students may remain in class with a cold if they do not have a fever or any other discomfort. Please instruct your child on proper use of tissues for coughing, sneezing and nose blowing. Students should also be instructed on proper hand washing. If cold symptoms are more severe (i.e., thick, greenish nasal discharge, frequent coughing which may disrupt classroom environment, etc.) please keep your student at home.

- Other- Conditions such as scabies, impetigo, pinworms, conjunctivitis (pink eye), ringworm, etc. must be properly treated and must be non-contagious before a student can return to class. Any sore that is oozing must be covered properly. In all cases, let your doctor's advice be your guide.
- Head Lice- Children who have head lice will be excluded from school until the hair has been properly treated and all eggs (nits) have been removed as instructed. Students will need to be inspected upon return to school.
- Communicable Diseases- When a student is found to have a communicable disease, he/she will need a written consent from a physician or the county health department before returning to school. Parents will be required to notify the school office if their child has been diagnosed with a communicable disease so that the parents of classmates can be made aware.

Notification of Accident or Illness

If your child should become ill during the school day, you will be contacted to pick up your child within the hour of notification. Accident reports will be given to parents when a child is hurt or injured at school. Please ensure that all contact phone numbers are kept up to date in the office to guarantee that the office staff will be able to reach you.

Medications

The school does not provide medication to students. School staff will cooperate with parents when a physician prescribes medication to be taken during school hours and is required for the student's health. Responsibility for the student taking medication at school rests with the student and the student's parents. The child must know the required times to come into the office to take his/her medication. Office personnel may assist the student in taking medication provided the parent has complied with the SCS medication administration policies. Administration policies for all medications are on the medication authorization form which are available in the school office. Medication can only be given during regular school hours.

ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE. All medications must be in the original container and correctly prescribed for the indicated student only. All medications (excluding over-the-counter medications Tylenol, Advil, or Benadryl) require a physician's order and an Administration of Student Medication form completed. Medicines left at the end of the school year will be discarded after one week.

Inhalers

Any 4th—8th grade student having an immediate need for asthma inhalers during school may carry the necessary medication on their person when certain conditions are met. Anyone wishing to carry his or her own inhaler may pick up an Authorization for Self-Carry form in the office. This form must be completed by a Physician and parent and returned to the school office. Otherwise, inhalers must be kept in the office and administered as prescribed.

Allergies

Summit Christian School is committed to providing a safe environment for students and staff. We recognize some students may suffer severe allergies. Effective prevention and treatment plans, proper procedures, well-trained staff, and clear communication can save lives. It is highly recommended that you provide snacks if your child has food allergies.

If your child is allergic to bee stings, nuts, or anything else that would require immediate attention, please notify the school office and teacher of the procedure to follow to assist your child in case of emergency. If medication administration is part of the procedure, please provide the office with the correct medication and a signed medication authorization form.

K. Back to School Nights

Back to School Nights, held at the beginning of the school year, feature a school wide welcome followed by classroom presentation to inform parents of classroom policies and expectations. This informational evening is intended for parent only, no childcare or supervision will be provided. These evenings are designed to learn about Summit and your student's class rather than to discuss individual student progress.

L. Birthdays

If you desire to celebrate your child's birthday at school, please communicate with his/her teacher at least one week before the birthday. Birthday party invitations will only be distributed at school if the entire group is being invited to the party. We cannot hand out invitations to just a few children as the other children always notice and feel left out. Parents may utilize the Family Directory on FACTS SIS to obtain addresses to mail birthday invitations.

M. Chapel

All students grade K-8 attend chapel weekly. Chapel provides opportunities for our students to participate in praise, worship, and study of God's Word, and builds unity in school as well as being a time of corporate worship unto the Lord. Speakers at chapel include Summit staff, local pastors, teachers, administrators, missionaries, and others as available. Parents are always welcome to attend chapel.

N. Field Trips

Our teachers organize well-planned field trips throughout the school year. The cost of most field trips is covered in your tuition. During registration consent was given for students to participate in field trips. Classroom teachers will notify parents in advance of scheduled field trip and special activities. Unless otherwise announced by the teacher, dress code for all field trips is school uniform or Summit logo wear.

Parents are needed to drive and chaperone for field trips. All parents who assist as drivers on a field trip must come to the office to show proof of and have copies made of their Driver's License and proof of insurance coverage. Both a Volunteer Driver Form and a Volunteer Guidelines Form must be filled out and signed. Volunteer drivers must have also have a completed background check on file with SCS. All seat belt regulations apply when transporting children including the use of car seats/booster seats for students according to CA state law. All students are to have their own seat belt—no double buckling is allowed. SCS takes stringent precautions to care for the safety and well-being of all students but assumes no responsibility in the unlikely event of loss, injury, etc. on field

trips/activities.

Students are expected to uphold school behavior standards on field trips. If a student is unable to do so, appropriate disciplinary action will be necessary which may include excluding the child from the next field trip or requiring a parent to attend future field trips with the child.

Students are not normally permitted to attend field trips of siblings and would be counted as unexcused from class. Younger siblings may only attend if special permission from the teacher has been granted due to the need for another driver.

O. Holidays Policy

Summit recognizes Christmas as a celebration of the birth of our Lord and Savior Jesus Christ. Easter recognizes Christ's sacrifice and the completion of his saving work through his crucifixion, death, and resurrection. We understand that various cultures have attached many other symbols to these holidays, but Summit's focus is on celebrating them from a biblical perspective and therefore we do not recognize or promote fictional characters like Santa Claus, Frosty the Snowman, the Easter bunny, etc. Summit does not recognize Halloween as a holiday.

P. Lockers

Students in grades 6-8 are issued lockers at the beginning of each school year. Students are to keep appropriate items in their lockers. Tampering with or going into another student's locker will be considered a serious breach of school rules. Any damage to the student's locker may result in the parent being responsible for the cost of repairs/replacement.

Q. Lost and Found

All uniform items look alike: PLEASE LABEL THEM. It is also wise to label all jackets, sweaters, sweatshirts, lunch boxes and water bottles. Lost articles will be brought to the lost and found bin. Children may claim their items from there. Articles left unclaimed will be donated to charity at the discretion of the administration.

R. SKIP (Summit Kids Instructional Program)

SKIP is the before and after-school care program for Summit Christian School. All enrolled elementary students are eligible for this program, no registration required. Use can be regular or infrequent.

Morning SKIP begins at 7:00 AM and ends at 8:15 AM when the students are sent to their classes. Afternoon SKIP begins at 3:25 PM (12:10 on early release days) and ends at 6:00 PM. SKIP is not available on non-school days.

The hourly charge is revised annually and is available in the school office. Extra-curricular after-school activities are not part of SKIP and are billed separately.

For the safety of the students, all students must be signed in and out of the SKIP by an authorized adult. Any student who is not signed out will automatically continue to accrue charges until signed out.

Afternoon Overtime automatically starts at 6:00 PM. The charge is \$15.00 per child per 15 minutes

(or part thereof). After two late occurrences, the charge increases to \$30.00 per child per 15 minutes (or part thereof).

All students and parents must follow the regulations of Summit Christian School and any additional rules of SKIP. Disruptive or disrespectful behavior toward Summit staff or other students is reason for dismissal from the SKIP program.

DAILY SCHEDULES		
	Regular Schedule	Early Release Days Dismissal
Kindergarten– 8th grade	8:30 AM—3:15 PM	12:00 noon
SKIP	7:00 - 8:15 AM 3:25- 6:00 PM	12:10-6:00 PM

S. Snacks

Snack break will occur at the morning recess for all elementary students. Parents are encouraged to send a healthy snack with their child for this recess break. Acceptable snack items include fruit, crackers, cheese, vegetable sticks, etc. Students may not bring candy, cakes, cookies or like items for this morning snack.

T. Parental Involvement and Volunteering

SCS encourages a high level of parent involvement. The quality of your child’s education is greatly enhanced through your active involvement at school. It is important that all parents become involved in the school in whatever capacity they are able. All parent organization leadership positions must be approved by SCS Administration.

Parents, grandparents, and friends can help SCS in a variety of ways, including:

- ◦ Encourage volunteer help in all aspects of our program
- ◦ Serve in fundraising projects
- ◦ Become a “Room Parent”
- ◦ Correct papers for the teacher at home
- ◦ Assist in the classroom, in playground supervision or sports programs
- ◦ Repair and/or make games and resources at home, for school and playground

- ◦ Provide maintenance and upkeep assistance (i.e., paint, clean)
- ◦ Drive for field trips and special classroom events
- ◦ Aid the office staff: file, make copies at school, answer phones, etc.

Volunteer Guidelines

All chaperones, drivers, coaches, classroom, and extra-curricular helpers are expected to follow school guidelines and always maintain a Christ-like adult supervisory example. All volunteers must have a completed background check on file with the school prior to volunteering.

Background check information is available in the school office.

- Regarding your personal, moral, and ethical conduct, you affirm that you are not now, nor have you been in the past, engaged in inappropriate conduct toward minors (inappropriate conduct includes, but is not limited to verbal or physical abuse, immoral sexual behavior as defined by Scripture, SCS' Statement of Faith and state law).
- We expect that your words and actions will provide an example of the highest Christian virtue and personal decorum, serving as a Christian role model (I Tim. 4:12).
- While supervising SCS students, volunteers may not smoke, drink alcohol, or take illegal drugs or condone or allow any other illegal infraction or act to occur at any time.
- No inappropriate language or talk either on campus or while off-site at SCS-related functions is permitted (i.e., field trips, etc.).
- Students are encouraged to talk and interact with one another on field trips, so movies are not allowed in the vehicles. Christian music is acceptable. Music and talk programs that contradict Summit's biblical philosophy are not permitted while traveling.
- On field trips, drivers may not detour from the group to stop (even for something fun, like stopping for sodas) without permission ahead of time from the teacher.
- Parents should, always, speak respectfully to other students and staff on trips.
- Parents should, always, be an example to our students by dressing modestly and appropriately (i.e., comparable to our student dress code) while volunteering for SCS.

Room Parents

Most teachers need one or two room parents who are willing to help the teacher organize classroom parties and special event activities. The teacher will communicate these needs through newsletters and at school events. If you are interested in offering to help your child's teacher, please communicate directly with that teacher. Room parents must be excellent examples of modest dress and Christian character when working at school.

Volunteer Background Check Policy

In accordance with state law and for the safety of our students all volunteers who drive or attend school-sponsored field trips must complete a SCS Background Check via a third-party agency. This includes individuals who only drive their own child. On campus volunteers must also complete a background check. A background check is only required once from each volunteer and is maintained by the SCS office.